

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
ASSOCIATE, PRIOR LEARNING ASSESSMENT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Paul J. Manafort Drive, New Britain, CT 06053

Hours:

Salary: \$55,070, FT, (3 year grant funded position)

Closing Date: November 26, 2012

General Knowledge: Assists the Assessment Coordinator in meeting terms and conditions of the Health and Life Sciences Career Initiative Grant; performs a full range of administrative and clerical support activities including planning and delivering workshops; organizing and facilitating CT Credit Assessment Program (CCAP) reviews; responding to student inquiries; monitoring online portfolio creation site; entering data and generating reports, handling mail and correspondence preparation and maintaining student files.

Preferred Skills and Ability: Excellent oral and written communication skills; excellent interpersonal skills in dealing with people of diverse backgrounds; competency in computer word processing and database applications. Ability to travel occasionally in state: must possess valid driver's license and insurance. Some evening and weekend work may be required.

Special Knowledge: Maintains PLA and CCAP databases; maintain student files; observes appropriate standards of confidentiality and ethics; assists with designing and conducting staff training sessions for Grant Consortium schools.

Position Summary: Communicates with prospective and matriculated students and assists in the Prior Learning Assessment (PLA) advisement process. Responds to phone and email inquiries and provides information and materials to prospective students regarding PLA programs and requirements. Conducts outreach sessions at Veteran's Affairs and One Stop offices; designs and delivers PLA workshops at various locations in Connecticut; monitors online portfolio creation site.

Communicates with prospective and former CCAP clients to provide information about the review program; conducts outreach to non-collegiate training programs to publicize the CCAP program and benefits of workplace PLA; assists with CCAP application process; contacts potential review faculty; organizes and facilitates credit reviews; writes review reports; serves as liaison between faculty review team and CCAP clients for follow-up to reviews.

Special Experience: Prior learning, credit evaluation, or educational/training outcomes evaluation experience.

Substitution Allowed: These qualifications may be waived for individuals with appropriate alternate experience.

Eligibility Requirement: Master's degree preferred and at least 2 years of experience in higher education or training and development.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume at www.charteroak.edu/AboutUs/Employment by 11/26/2012. No phone calls please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.